



MI Green School Guide

Team Building Tool

School Name: _____

School Address: _____

Instructions

Answer the questions by typing in the text boxes. Follow the directions for researching information online. If you can't find the information, contact someone from the school. Try your best and skip sections when needed. It is recommended that you complete this form in a group setting. When finished, save a copy of the document. The completed form will be a useful resource when building teams and contacting people to help plan environmental projects in the school community.

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Table 3. Operations, facilities, sanitation, grounds, safety, transportation, and food/dining staff.

Name and Title	Contact Information

Table 4. Communications, outreach, and engagement staff.

Name and Title	Contact Information



Table 5. Health and wellbeing, such as nursing, counseling, cultural, social, climate, literacy, sustainability, and diversity, equity, and inclusion staff.

Name and Title	Contact Information

Table 6. Extracurricular club leaders, sports team leaders, and members of the Parent-Teacher Association/Organization

Name and Title	Contact Information



Part 3 – Who’s in your district?

1. Go to your school district’s website
2. Locate the staff/leadership page
3. List names, titles, and contact information

Table 7. Board of Education members, their roles, and committees.

Name and Title	Contact Information

Table 8. District staff who oversee academics, curriculum, instruction, teaching, etc.

Name and Title	Contact Information



Table 9. District staff who oversee facilities, food service, infrastructure, grounds, transportation, utilities, energy, sanitation, custodial, recycling, waste, food & dining, nutrition, etc.

Name and Title	Contact Information

Table 10. District staff who oversee health and wellbeing, nursing, counseling, school culture, climate, literacy, sustainability, diversity, equity, and inclusion.

Name and Title	Contact Information



Part 4. – Who’s in your area?

1. Open a search engine (Google, Bing, etc.)
2. Search your city or county’s name with key words to find local organizations
3. List organization names, details, and contact information

Example search terms: food rescue, compost collection, outdoor education, watershed council, conservation district, ecological society, recycling center, renewable energy, energy audit, transportation authority, community foundation, MSU Extension Office, environmental justice, friends of parks

Table 11. City/County’s Local Organizations

Organization and Details	Contact Information

